

## **RECORDING HOURS WORKED FOR NON-EXEMPT STAFF**

**Time worked in addition to the staff member's normally scheduled hours must have prior supervisor approval in accordance with department approved procedures.** Both non-exempt staff and their supervisors are responsible for ensuring that hours worked for each workday are recorded accurately. Actual hours worked may be different than the staff member's scheduled workday, in which case, the amount of time worked (as opposed to scheduled) must be entered. Time that must be entered as hours worked on a non-exempt staff member's time record includes:

- Time spent working before or after normally scheduled hours  
*Example: A non-exempt staff member works 30 minutes after the end of their scheduled work day.*
- Time spent working at home  
*Example: A non-exempt staff member works at home for 2 hours to finish a project that they were unable to complete during scheduled work hours.*
- Travel time that is part of the non-exempt staff member's principal work.  
*Example: A non-exempt staff member is required to travel between the Oakland and Greensburg campuses to make a delivery.*
- Time spent at mandatory lectures, meetings or training activities  
*Example: A non-exempt staff member is required to attend a one hour work-related training session on one of their scheduled days off.*
- Time spent on an authorized break of thirty minutes or less.  
*Example: A non-exempt staff member that takes an authorized 10 minute break.*

Meal Periods – Special rules apply to calculating work time during meal periods:

- A meal period is unpaid only for a consecutive period of time of thirty minutes or more during which a staff member does not perform any work. All other time during a meal period must be recorded as work time.  
*Example: A non-exempt staff member elects to eat lunch at their desk. Then the staff member reads a book and answers personal email for one hour. This one hour period should not be recorded as hours worked.*  
*Example: Instead of taking their scheduled one hour break for lunch, a staff member takes an uninterrupted break for 30 minutes and then resumes work. The first 30 minutes should not be recorded as time worked, but the final 30 minutes that the staff member worked during their scheduled lunch period must be recorded as time worked.*  
*Example: Throughout the one hour lunch break out of the office, a non-exempt staff member answers work-related email on their PDA and makes and receives work-related calls on their cell phone. The one hour lunch break must be recorded as hours worked.*

## **Q & A - Recording Hours Worked For Non-Exempt Staff**

Q. May I work without recording my hours to save my department money or to catch up on my work?

A. No. All hours worked must be recorded. Keep in mind, additional hours worked over your normal schedule must be approved in advance by your supervisor in accordance with your department's approved procedure for approving compensatory time and overtime.

Q. Is it acceptable to record that I worked 7.5 hours as scheduled?

A. Yes, provided your actual time worked is 7.5 hours for the workday.

Q. My supervisor requires me to leave my cell phone on while I am away on my one hour lunch break in case I am needed. How should I record my time?

A. The one hour break is not work time if you do not actually perform any work, such as talking with your supervisor on your cell phone, during your one hour meal break. If you perform any work during your one hour meal break, only time for a consecutive period of thirty minutes or more in which you do not perform any work is unpaid break time. The remainder of time during the meal period should be recorded as time worked.

Q. May my supervisor prohibit me from performing any work during my lunch hour?

A. Yes. Supervisors are permitted to institute and enforce measures to avoid work-related interruptions during a lunch break.

Q. Who should I contact with any questions, problems or concerns about correctly recording hours actually worked?

A. You should contact your supervisor, your department administrator or the Compensation Department at 412-648-0158.